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854 C

Graduate and Undergraduate

# *Continuation Study*

for Federal Employees



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**Classes Begin  
Week of September 25**

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**Fall Semester, 1944-45**

**GRADUATE SCHOOL**

**UNITED STATES DEPARTMENT OF AGRICULTURE**

**Washington—September, 1944**

# *Fall Courses*

## Graduate School

### UNITED STATES DEPARTMENT OF AGRICULTURE

This bulletin contains a list of courses which will be offered in the Fall Semester. Complete details are given in the 1944-45 FALL BULLETIN of the Graduate School. Students may obtain copies by writing (use form at bottom of page) or by calling in person. Please do not telephone.

Classes begin during week of September 25.

Registration as early as possible is very desirable. (Room 1031, South Building, Department of Agriculture). No one will be registered for credit after October 7, except with special permission of instructor and Director. A late registration fee of \$1.00 per course will also be charged after October 7. Registration closes in a course when the maximum for that class is reached.

Refund of fees, less \$3.00 registration fee, may be granted in case of withdrawal before 1:00 p.m., October 7. After this date no refunds will be approved unless the student is compelled to leave Washington because of official governmental action.

Counseling on courses and programs of study will be available by representatives of the major departments from 5:30 to 6:30 p. m., September 20 to 30. At other times, members of the School staff will be glad to assist students in planning their work.

Graduate School, Department of Agriculture  
Washington 25, D. C.

Please send me your 1944-45 BULLETIN.

☐ Check here if you are qualified for graduate study and desire a special graduate bulletin.

Name.....

Street.....

City.....

Zone  
No.....

## **BIOLOGICAL SCIENCES**

- Systematic Botany (Blake) M 6-8 \$12  
Land Management Ecology (Graham) Tu-Th 6-7:30 \$18  
Medical and Veterinary Entomology (Bishopp) M 6-8 \$14  
Genetics (Ellinger) M 6-8 \$14  
Genetics Seminar (Ellinger) M 8-10 \$14

## **ENGINEERING AND MECHANICAL ARTS**

- Basic Photography (Hanson) M 6-8 \$12  
Applied Photography (Purdy) M 6-8 \$12  
Basic Mechanical Drawing (Edick) Tu-Th 6-8 \$20  
Pencil Sketching and Freehand Drawing (Cadmus) M-W 6-8 \$15  
Interior Decoration (Garrels) Sec. I W 6-7 (Second Semester work); Sec. II W 8:30-9:30 (First Semester work) \$6  
Introduction to Art (Grigaut) Th 6:15-8:15 \$12  
Glass Blowing (Clark) M-W 6-7:30 \$20  
Introduction to Textile Technology (Sokoloff) M-W 8-9:30 \$18  
Public Power (Blalock, King) Tu 7:30-9:30 \$14  
Electric and Gas Utility Rates (Zinder, Caine) Th 7:30-9:30 \$14  
Electric Utility Engineering (Jessel, Lynott) Tu 7:30-9:30 \$14

## **LANGUAGES AND LITERATURE**

- Composition and Rhetoric (Harman) Tu 6-9 \$18  
Descriptive English Grammar (Harman) M 6-8 \$12  
Creative Writing (Wing) Th 6-8 \$12  
Editing (Merrill) M-W 6-7:30 \$18  
Government Printing Procedure (Frankewich) F 7-8 \$6  
Readable Writing and Simplification (Flesch) F 6-8 \$14  
Writing for Official Purposes (Zahniser) F 6-8 \$12  
Fundamentals of Speech (Provinsen) Tu 6-8 \$12  
Voice and Remedial Speech (Hutcheson) Tu 6-8 \$15  
Personal Development (Provinsen) W 6-8 \$12  
Advanced Diction for Executives (Oliver) F 6-8 \$14  
Speech for Business and Government (Beauchamp) M 6-8 \$12  
Elementary Arabic, First Half (Tannous) F 6-8 \$12  
Elementary Arabic, Second Half (Khoury) W 6-8 \$12  
Intermediate Arabic (Kurani) M 6-8 \$12  
Conversational Arabic (Khoury) F 8-10 \$12  
Elementary Chinese, First Half (Tsiang) Tu-Th 6-8 \$24  
Elementary Chinese, Second Half (To be announced) Tu-Th 8-10 \$24  
Newspaper Chinese (Tsiang) M-F 6-8 \$24  
Elementary Czech (Marsalka) Tu-Th 6-7:30 \$18

- Intermediate Czech (Marsalka) W 6-7:30, Th 7:30-9 \$18**
- Elementary Dutch (Kuyper) W 6-8 \$12**
- Elementary French, First Half (Humphrey) M-Th 6-7:30 \$18**
- Elementary French, Second Half (Humphrey) M-Th 8-9:30 \$18**
- Intermediate French (Humphrey) Tu-F 6-7:30 \$18**
- Conversational French (Grigaut) Tu 6-9 \$18**
- Elementary German, First Half (Leineweber) M 6-9 \$18**
- Elementary German, Second Half (Lederer) F 6-9 \$18**
- Intermediate German (Leineweber) W 6-9 \$18**
- Conversational German (M. Bauer) M 6-9 \$18**
- German Translation (Braunstein) W 6-9 \$18**
- Elementary Hindustani (Sanskrit script) (Gogate) M 6-9 \$18**
- Intermediate Hindustani (Sanskrit script) (Gogate) Th 6-9 \$18**
- Elementary Italian, First Half (Maiolatesi) Tu-Th 6-7:30 \$18**
- Elementary Italian, Second Half (Rosetti) W 6-9 \$18**
- Intermediate Italian (Maiolatesi) W 6-9 \$18**
- Conversational Italian (Maiolatesi) Tu-Th 8-9:30 \$18**
- Elementary Japanese (Yoshioka) Tu-Th 6-7:30 \$18**
- Intermediate Japanese (Yoshioka) Tu-Th 8-9:30 \$18**
- Elementary Malay (Tsiang) M-F 8-9:30 \$18**
- Elementary Polish (Braunstein) M 6-9 \$18**
- Elementary Portuguese (D'Eca) Tu-Th 6-7:30 \$18**
- Intermediate Portuguese (D'Eca) Tu-Th 7:30-9 \$18**
- Elementary Russian, First Half \$18**  
 Section I—Tu 6-9 (Saharov)  
 Section II—W 6-9 (Von Bretzel)  
 Section III—M 6-9 (Schuler)
- Elementary Russian, Second Half (Von Bretzel) F 6-9 \$18**
- Intermediate Russian (Saharov) W 6-9 \$18**
- Advanced Russian (Third Year) (Saharov) M 6-9 \$18**
- Elementary Spanish, First Half \$12**  
 Sec. I—M 6-8 (Olds)      Sec. VI—W 6-8 (Johns-  
 Sec. II—M 6-8 (Johnston)      ton)  
 Sec. III—M 8-10 (Sainz)      Sec. VII—W 6-8 (Guest)  
 Sec. IV—Tu 6-8 (Olds)      Sec. VIII—Th 6-8 (Abella)  
 Sec. V—Tu 8-10 (O. Rus-      Sec. IX—F 6-8 (Woods)  
 sell)      Sec. X—F 6-8 (Batista)
- Elementary Spanish, Second Half \$12**  
 Sec. I—M 6-8 (Sainz)      Sec. IV—W 6-8 (Brown)  
 Sec. II—Tu 6-8 (Abella)      Sec. V—F 6-8 (Guest)  
 Sec. III—Tu 8-10 (Olds)
- Intermediate Spanish (Brown) F 6-8 \$12**
- Spanish Conversation and Literature (Giro) Section I—M 6-8; Section II—Th 6-8 \$12**
- Commercial Spanish (Lever) F 6-9 \$18**
- Seminar in the Classics (Scofield) Tu 8-10 \$15**
- Tutorial in the Classics (Scofield) Tu 6-7 \$7.50**
- Extension Thesis (M. C. Wilson) Hours to be arranged \$3**

## MATHEMATICS AND STATISTICS

- Review of Mathematics** (Schell) Tu 6-9 \$18
- Algebra** (Graves) M 6-8 \$12
- Calculus** (Finan) W-F 6-7:30 \$18
- Differential Equations** (Paradiso) W 6:30-9:30 \$21
- Methods of Applied Mathematics** (Davids) F 6-8 \$14
- Vector Analysis** (Littauer) Tu 7:30-9:30 \$14
- Statistical Mechanics and Kinetic Theory of Gases** (Cook) Tu 8-10 \$14
- Theory of Functions** (Winston) W 8-10 \$14
- Survey of Statistics** (Steinberg) Th 7-10 \$18
- Graphic Methods for Presenting Statistical and Geographic Data** (Hainsworth) M 6-9 \$12
- Introduction to Experimental Design** (Given at Beltsville) (Pope) M 4:45-6:45 beginning Nov. 13. \$12 for 2 cr. \$18 for 3 cr.
- Introduction to Statistical Analysis, First Half** (Purves, Tepping) Th 6-8 \$12
- Introduction to Statistical Analysis, Second Half** (Purves, Tepping) W 6-8 \$12
- The Statistics of the Federal Government** (Ullman) Tu 6:30-8:30 \$14
- Theory and Practice of Sampling** (Deming) Th 7-10 \$21
- Interpretation of Statistical Calculations** (Sturges) M 6-8 \$14
- Sampling in Social and Economic Surveys** (Frankel, Stock) Th 6:15-9:15 \$21
- Theory of Sampling** (Madow, Hurwitz) W 8-10 \$14
- Analysis of Variance** (Girshick) M 7-10 \$21
- Seminars in Sampling and Statistical Inference** (Deming) Special announcement
- \* **Labor Statistics** (Perlman) Th 8:20-10:30 \$30

## OFFICE TECHNIQUES AND OPERATIONS

- Administrative Procedure—Section I—**Tu 6-8 (Hickey);  
**Section II—**F 6-8 (R. R. Evans) \$12 (No pre-requisite)
- Administrative Procedure** (Thorson) F 6-8 \$12 (Pre-requisite: CAF-5 or above)
- Federal Auditing Procedure** (Cruikshank) Tu 6-8 \$12
- Auditing Procedure—Section I—**M 6-8 (Cruikshank);  
**Section II—**Tu 6-8 (Kytte) \$12
- Federal Accounting Procedure** (Grant) Tu 6-8 \$12
- Office Management** (Braum) F 6-8 \$12
- Federal Personnel Procedure** (Mohagen) F 6-8 \$12
- Federal Purchasing Procedure** (Ward) W 6-7 \$6
- Records Management Procedure** (Donaldson, Muller, C.T. Smith) Tu 6-8 \$12
- Practical English Usage** (Williams) M 6-8 \$12
- Vocabulary Building** (Pease) M 6-8 \$12
- Government Letter Writing** (Samson) Tu 6-8 \$12
- Secretarial Practices** (Stephens) Tu 6-8 \$12

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\* Offered cooperatively by American University.



- Beginning Gregg (Functional) Shorthand** (Bolton)  
Section I—M-Tu-Th 6-7; Section II—M-Tu-Th 7-8  
\$18
- Beginning Gregg (Manual) Shorthand** (N. H. Evans)  
Tu-W-F 6-7 \$18
- Intermediate Gregg (Functional) Shorthand** (A. S. Patrick) Tu-Th 6:30-8 \$18
- Gregg, 70 to 100 Words Shorthand** (Coffman) Tu 6-8  
\$12
- Pitman, 70 to 100 Words Shorthand** (Barry) Tu 6-8  
\$12
- Gregg, 100 to 130 Words Shorthand** (A. S. Patrick)  
W 6:30-8:30 \$12
- Pitman, 100 to 130 Words Shorthand** (Barry) F 6-8  
\$12
- Reporting—Gregg, 150 to 175 Words Shorthand** (Romagna) M-W 7-9 \$24
- Shorthand in Spanish** (G. M. Bauer) Tu 6:30-8:30 \$12

## PHYSICAL SCIENCES

- General (Inorganic) Chemistry** (Carter) F 6-8 \$12
- Organic Chemistry** (Bowen) Th 6-8 \$12
- Physical Chemistry** (Hamer) Tu 6-8 \$12
- Physiological Chemistry** (Calvery) W 6-8 \$14
- Geochemistry** (Chambliss) W 6-8 \$14
- Electrochemistry** (Hamer) W 6-8 \$14
- Principles of Physical Metallurgy** (Loring) W 8-10 \$12
- Production Metallurgy** (Loring) W 6-8 \$14
- Soil Conservation** (Steele) F 6-8 \$12
- Soil Fertility** (Ableiter) W-F 6-7:30 \$18
- Principles of Meteorology** (C. B. Johnson) Tu 6-8 \$12
- Physical and Synoptic Meteorology** (Shands) M 6-8  
\$12
- Comparative Meteorology and Oceanography** (Jacobs)  
W 6-8 \$12
- Weather Analysis and Forecasting** (Showalter, Pierce)  
M-W 6-8 \$21 plus \$3 laboratory fee
- Introduction to Dynamic Meteorology** (Walsh) Th 6-8  
\$12
- Elementary Statistical Analysis for Meteorologists**  
(Thom) Th 6-8 \$14
- Introductory College Physics** (Kennard) Tu-F 6:30-8:30  
\$18 plus \$3 laboratory fee
- Introduction to Hydrodynamics** (Garstens) F 6-8 \$14

## PUBLIC ADMINISTRATION

- Introduction to Public Administration** (J. C. Russell)  
M 6:30-9:30 \$18
- Federal Administrative Management** (Stewart) W  
6:30-8:30 \$14
- Administrative Law and Procedure** (Nutting) W 6-8  
\$14
- Organizational and Procedural Analysis** (Pois) Th 6-8  
\$14
- Personnel Administration** (Sayre) M 6-8 \$14



**Personnel Administration** (Kroeger) M 6-8 \$14 (graduate level only)  
**Position Classification** (Hill) M 6-8 \$14  
**Position Classification** (Stahl) M 6:30-8:30 \$14 (graduate level only)  
**Advanced Position Classification** (Buckley) M 6-8 \$14  
**Selection and Placement** (McLean) Tu 6:30-9:30 \$21  
**Employee Relations and Counseling** (McGowan) Tu 7-9 \$14  
**Employee Training** (Hall, Henderson) F 6-8 \$14  
**Legal Aspects of Investigations—Criminal Evidence and Procedure** (Koebel) Tu 6-8 \$14  
**Principles and Practice of Public Relations** (Wall) M 6-8 \$14  
**Budgetary and Financial Administration: Budget Formulation** (Jump) Th 6-8 \$14  
**Governmental Purchasing** (Snyder, Knudsen) F 6-8 \$14  
**Government War Contracts** (J. R. Wilson) W 6-8 \$14  
**Principles of Accounting, First Half** (Rowe, Brownold, Berrum) M-W 6-7 lecture; M 7-9 laboratory \$18  
**Principles of Accounting, Second Half** (McShea) Tu-Th 6-7 lecture; Tu 7-9 laboratory \$18  
**Second Year Accounting** (Fisher) M 6-9 \$18  
**Federal Government Accounting** (Quigley, Mason) W 6-9 \$18  
**Cost Accounting** (Bachman) Tu 6-9 \$21  
**Federal Tax Accounting** (To be announced) Th 6-9 \$21  
**Analysis and Interpretation of Financial Statements** (To be announced) W 6-8 \$14

## SOCIAL SCIENCES

**Principles of Economics** (Thomsen) Tu-Th 6-7:30 \$18  
**Consumer Cooperation** (Tereshtenko) Tu 6-8 \$14  
**Econometrics: Mathematical and Statistical Analysis of Economic Problems** (Been) M 6:30 8:30 \$14  
**International Financial and Trade Policies** (Zaglits) F 6-8 \$14  
**Social and Economic History of American Agriculture** (Edwards) Tu 6-9 \$21  
**Production Economics** (S. E. Johnson, Goodsell) M-W 7-8:30 \$21  
**Land Economics** (V. W. Johnson) Tu-Th 6-7:30 \$21  
**Economics of Rural Welfare** (Schickele) W 6:30-8:30 \$14  
**Advanced Marketing** (Newell) W 6-8 \$14  
**Organized Labor and the Law** (Ziskind) M 6-8:30 \$21  
**History of Economic Thought** (Wasserman) M-W 6-7:30 \$21  
**Economics of Imperfect Competition** (Wermel) W 7-9:30 \$21  
**Post-War Economic Problems** (Wermel) M 7-9 \$14  
**Economic Geography** (Whipple) M-W 6-7:30 \$21  
**The British Empire in Peace and War** (Viton) Tu 6-8 \$14

- Problems of International Organization (Viton) W 6-8 \$14**
- World Politics (Gewehr) Tu 6-8 \$14**
- Latin American History (Galarza) F 6-8 \$14**
- Pressure Groups in Government (Shannon) W 6-8 \$14**
- The Conditions of Personality Growth (Chapman) W 7-9 \$12**
- Techniques of Interviewing and Questionnaire Construction (Likert) Tu 7-9 \$14**
- The Orient (Gogate) Tu 6-8 \$14**
- Contemporary Russia (Tereshtenko) Th 7-9 \$14**
- The Philippines (Ruiz) M 6-8 \$14**
- Social Problems of the Philippines in the Post-War Period (Ruiz) F 6-8 \$14**
- The Balkans and Near East (Whipple, Tannous) Tu 6-9 \$21**
- La America Latina y los Estados Unidos (Green) M 8-10 \$14**
- The Cultural Regions of the United States (Taylor) W 6-9 \$21**
- Rural Community Organization (Ensminger) M 6-8, plus additional hour of special assignment each week \$21**
- Principles of Transportation (Snell) Tu 6-9 \$18**
- Problems of Commercial Air Transportation (G. L. Wilson) Th 6-9 \$21**
- Freight Tariff Construction and Interpretation (G. L. Wilson) M 6-9 \$21**
- Wartime Transportation Problems (Miller) W 6-8 \$14**
- \*Basic Problems of Transportation and Communication (Homberger) F 6:10-8:20 \$30**
- \*Money and Banking (Mann) W 6:10-8:20 \$30**
- \*Public Finance and Taxation (Mann) F 6:10-8:20 \$30**
- \*Business Cycles and Monetary Theory (Mann) Tu 6:10 8:20 \$30**
- \*National Income and Its Distribution (Gilbert) Tu 8:10-10:30 \$30**
- \*Economic Theory (Piquet) Th 8:20-10:30 \$30**
- \*Contemporary Economic Thought (Piquet) Th 6:10-8:20 \$30**
- \*Labor and the Economic Order (Peck) W 6:10-8:20 \$30**
- \*Social Security Problems, Past and Present (Weigert) W 6:10-8:20 \$30**
- \*Business Law (Young) Tu 6:10-8:20 \$30**
- \*Principles of International Law (Potter) Tu 8:20-10:30 \$30**

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